

S: 18 August 2003  
(or until filled)

CAJS-CD-J1 (614-200b)

18 July 2003

MEMORANDUM FOR CALIFORNIA CD TASK FORCE

SUBJECT: DDR Section Vacancy Announcement

1. This is a Counterdrug Task Force internal announcement for eight vacant positions within CAJS-CD-DDR, Prevention (Field) NCO (E5-E7), Located in The following locations: Redding, Arcata/Eureka, San Francisco, San Jose, Fresno, Ventura, San Diego and Riverside.

2. Job Description:

- Coordinates military support request with all organizations, to include military, civilian, law enforcement agencies, media and associations.
- Develops and manages Counterdrug missions in conjunctions with Prevention Officer to include: establishing and maintaining field mission folders; preparing correspondence and needed documents (i.e. OPORDSs, 525R, AARs, forms 14's etc) required for successful mission completion.
- Works directly with the Prevention Officer in the planning, coordination, and execution of Drug Demand Reduction missions through coordination of support to community based organizations to prevent drug abuse among youth
- Works directly with the Prevention Officer in the planning, execution, and coordination support to educational institutions to prevent drug use among youth.
- Assists comprehensive drug prevention and early intervention program in schools.
- Provides researched-based resources to educate youth in drug abuse prevention curricula.
- Assist the Prevention Officer in the development and sustainment of community coalitions.
- Works directly with the Prevention Officer in the planning, execution, and coordination support of special programs to develop drug abuse prevention and leadership skills in youth and adults.
- Additional duties as assigned.

3. Qualifications:

- Maximum Grade E-7
- Experience in working with community based organizations, mentorship programs, youth programs or other alcohol / substance programs.
- Good communication skills, oral and written
- Ability to travel throughout the state
- Public speaking experience
- PAO/Public relations skills/knowledge
- Family support and volunteer experience
  - Excellent communication skills, oral and written.
  - Have the ability to travel
- Physical standards set forth in Chapter 2, AR 40-501/Chapter 4, AFI 40-501
- AR 600-9 and AFI 40-502, The Weight and Body Fat Management Program

4. Submit an application packet inclusive of the following items:

- a. Cover letter stating why you are interested in the position. State location in which you wish to apply.
  - b. Personal Resume (business) and/or your military biography.
  - c. Copy of your last three (3) CD Evaluations
  - d. Team Commander/OIC's acknowledgement/recommendation
  - e. Copy of last A.F.P.T. (Army) or physical fitness verification memo (AIR)
5. Interviews will be scheduled, based on response from the program. Questions can be directed to the undersigned at DSN 466-3665 or COMM (916) 854-3665.

Yvonne R. Bigelow  
SMSgt, CA ANG  
DDR, First Sergeant